



GRADUATE ASSISTANT

The position

Applications are invited for the position of Graduate Assistant from 31 August 2019. Graduate Assistants will take an active role in the College's Co-Curricular and pastoral programmes as well as assist in academic lessons as appropriate. In return they will receive a salary and accommodation.

The post would suit individuals looking for experience in education, sports coaching, outward bound, performing arts and pastoral care and should be of particular interest to those considering a teaching career. Applications will be considered from across subject specialisms but any applicant will be expected to take a full and active part in the life of a busy boarding school.

This year applications from Candidates with specialism in Music, Drama, Football, Hockey, Netball, Outward Bounds, including DofE are particularly encouraged.

Principal Accountabilities

Graduate Assistants will work closely as appropriate with the Sports, Drama and Music Departments, Boarding House Staff and Academic Staff, assisting them in ensuring that a pupils experience at the College is as positive as possible.

It is hoped that they will add to the positive atmosphere at the College and inject energy and enthusiasm.

Graduate Assistants are considered as full members of the teaching staff and will, dependent on strengths and experiences,

- help with and lead coaching sessions at games practices; manage a school team and referee or umpire (depending on expertise);
- undertake Boarding House duties, including assisting in the running of evening activities for boarders, supervising prep and other appropriate duties;
- helping with the activities programme by offering at least one activity per week;
- accompanying school trips, weekend activities and expeditions;
- for those who are considering teaching, in whichever subject specialism, there will be opportunities to teach some academic lessons as well as help with cover as requested.
- Be part of College duty week rota.
- Support lesson cover system as needed.

Skills

Successful candidates will be expected to have a background in sport, performing arts or outward bound and will have completed their specialist academic degree.

They will possess:

- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Ability to work independently and as part of a team.
- Flexibility and a 'can do' attitude.
- Ability to work with little supervision.
- Self-motivation.
- Ability to accept collegiate responsibilities and act accordingly.
- Ability to speak publicly and conduct group presentations.
- Ability to work effectively independently and within teams.
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Excel, and Publisher).

Person specification

Bradfield College is looking to appoint a person who in interview and by virtue of their qualifications and experience best demonstrates that she/he:

- committed to safeguarding and promoting the welfare of children and young people;
- a genuine enthusiast who wants to pass on his or her skills to young people;
- willing to be involved in the life of a busy boarding school;
- sufficiently mature and confident to act as a role model to young people and to keep good order;
- prepared to familiarise himself/herself with formal procedures;
- organised and efficient at paperwork with ICT skills;
- understand and implement school and statutory policies.
- demonstrate suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries;
- Is suitably qualified for the responsibilities of the post
- Is able to work collaboratively with others
- Is able to plan time effectively and be well organised

- Possesses a positive attitude and approach to change and development
- Has a strong sense of self-awareness and is willing to learn
- Has a balanced sense of perspective
- Has a sense of humour

The College

Founded in 1850 by Thomas Stevens, and set in its own village amidst unspoilt Berkshire countryside, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools through its provision of academic excellence and a well-rounded education.

The College welcomes pupils from Britain and overseas; the pupil body numbers approximately 805, comprising 490 boys and 315 girls from 13 to 18 years of age.

Boys and girls enter Bradfield at 13+ and many more join the College's popular and vibrant Sixth Form. Faulkner's, a state-of-the-art boarding house, is specially designed to help all girls and boys make a happy and successful transition from prep school to senior school; pupils then move into one of 11 senior houses.

Salary and accommodation

The post will begin on **31 August 2019** for one academic year.

Salary will be £14,616 plus shared accommodation, council tax and all utilities (with the exception of landline personal phone calls) and full board during term time. Lodging is available throughout the term and holidays until 4 July 2020.

Safeguarding

Bradfield College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom she/he is responsible, or with whom she/he comes into contact, and ensuring compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College and documentary evidence of qualifications. A copy of the reference request form is included at the end of this document for information purposes.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

Health & Safety

All staff are required to refer to their individual responsibilities as defined in the Health & Safety Manual and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. The College has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line-manager or with the College's Health and Safety Manager.

Applications

For an informal discussion of the post, please feel free to telephone Roger Wall on 0118 964 4539 (during office hours).

Letters of application, along with a completed application form, a Curriculum Vitae and the names and addresses of two referees should be sent to HR Department, Bradfield College, Bradfield, Berkshire RG7 6AR. Applications can also be made by email to hr@bradfieldcollege.org.uk

Short-listed candidates will be invited to Bradfield for interview. A tour of the College will be offered.

Bradfield College reserves the right not to appoint to this post should a suitable candidate not be identified.

Closing date for applications: 30 November 2018

Interviews: Week commencing 3 December 2018